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The Assessment Toolkit



CONFERENCE SPONSORSHIP OPPORTUNITIES

To offer your sponsorship, please provide the information requested below. The estimated cost is indicated by function. If you would like to share in the sponsorship, specify the amount that you would like to provide, otherwise enter the whole amount. Sponsorships fill on a first-come, first-served basis.

- *F = Full sponsor*
- *P = Partial – Place a dollar amount that your company will sponsor.*

April 23, 2007

Red Lion Colonial Hotel - Helena, Mt.

AMOUNT	F/P	DESCRIPTION
\$ _____	___	<u>Buffet Breakfast</u> (All Attendees) – Breakfast will be served from 7:30 a.m. – 8:30 a.m. (Estimated Cost: \$4000)
\$ _____	___	<u>Buffet Lunch</u> (All Attendees) – Lunch will be served from noon-1:00 p.m. (Estimated Cost: \$5000)
\$ _____	___	<u>Breaks</u> There will be two breaks between the sessions, one in the morning and one in the afternoon. Each break will be available to all attendees. (Estimated Cost: \$600 per break) <ul style="list-style-type: none">• A.M. Break _____• P.M. Break _____

April 24, 2007

AMOUNT	F/P	DESCRIPTION
\$ _____	___	<u>Buffet Breakfast</u> (All Attendees) – Breakfast will be served from 7:30 a.m. – 8:30 a.m. (Estimated Cost: \$4000)
\$ _____	___	<u>Buffet Lunch</u> (All Attendees) – Lunch will be served from noon – 1:00 p.m. (Estimated Cost: \$5000)
\$ _____	___	<u>Breaks</u> There will be one morning break. The break will be available to all attendees. (Estimated Cost: \$600 per break)

Other Types of Sponsorship:

(1) **Registration Gifts:** The planning committee would like the sponsors to offer attendees a gift upon arrival if they so choose.

(2) **Door Prizes:** The planning committee would like to have regular drawings for prizes in the vendor display area.

The conference planning committee will notify each offering sponsor of their selection. In fairness to our conference sponsors, all hospitality suites must be closed during the keynote presentations and will not be serviced by the hotel.

Vendor Exhibition Only:

_____ My company does not choose to sponsor an event but would like to be an exhibitor. Please reserve space for me in the Exhibit Hall. Cost for vendor exhibition is \$100, which includes the conference registration fee and all conference meals.

Sponsoring Company:
Contact Name:
Name(s) of Attending Representative(s):
Address:
City/State/Zip Code:
Telephone:
Fax:
E-mail:
Other Types of Sponsorship (please indicate):

Total Amount Due: \$ _____

_____ Charge the Following Credit Card (MC, Visa, Discover)

Card Number _____ / Exp. _____

_____ Please Send Invoice

PO # _____

Mailing Address (if different than above) _____

Contact Name (if different than above) _____



Please return this form to:

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